

BASIS FOR BOARD DAILY EXPENSE RATE

This form is to be completed by staff and submitted to the Executive Committee by November 15 each year.

DAILY EXPENSE RATE CALCULATION

Winter Meeting (maximum 7 days):

Lodging - daily rate, including tax times 7 days	\$987.00
Ground Transportation	27.00
Registration	275.00
Meals - \$40.00 per day times 7 days	280.00
Subtotal	1569.00
*Less Meals Provided to Board	15.00
Total Costs at Winter Meeting	\$1554.00

Daily Expense Rate Winter Meeting = $\frac{\text{Total Costs of Winter Meeting}}{7} = \222.00 (Atlantic City)
 (Round to nearest dollar)

Annual Meeting (maximum 7 days):

Lodging - daily rate, including tax times 7 days	\$1659.00
Ground Transportation	27.00
Subtotal	275.00
Meals - \$40.00 per day times 7 days	280.00
Subtotal	2241.00
*Less Meals Provided to Board	15.00
Total Costs at Annual Meeting	\$2226.00

Daily Expense Rate Annual Meeting = $\frac{\text{Total Costs of Annual Meeting}}{7} = \318.00 (Honolulu)
 (Round to nearest dollar)

* Meal Deducts: Breakfast \$ 5.00 (Thursday)
 Lunch \$10.00 (Sunday)
 Dinner \$25.00 (n/a)